The New Jersey Department of Human Services invites you to apply for the following position:

**JOB POSTING NUMBER** 250-22  
**TITLE** Personnel Assistant 3  
**LOCATION** Green Brook Regional Center  
275 Greenbrook Road  
Green Brook, NJ 08812  
**RANGE** Y22  
**SALARY** $60,711.81 - $86,030.97  
**OPEN TO** Current State Employees

**DEFINITION**  
Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related work.

**REQUIREMENTS**

**EDUCATION**  
Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE**  
Two (2) years of technical experience in a personnel program of a public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.

**NOTE:** A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

**NOTE**  
The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**LICENSE**  
Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**IMPORTANT NOTICE**

**RESIDENCY**  
Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**NOTE**  
Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status.

**DRUG SCREENING**  
If you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: DDD-GRC.Resume@dhs.nj.gov  
You must include the Job Posting # in the subject line of your email.

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New Jersey Department of Human Services is an Equal Opportunity Employer